

ARKANSAS CEMETERY BOARD

ANNUAL REPORT OF PERPETUALLY MAINTAINED CEMETERY BY CEMETERY COMPANY

JANUARY 1, 2004 THROUGH DECEMBER 31, 2004

THIS ANNUAL REPORT MUST BE FILED ON OR BEFORE MARCH 1, 2005 WITH THE ARKANSAS CEMETERY BOARD, Heritage West Building - Third Floor, 201 East Markham, Little Rock, Arkansas 72201. The annual report fee to be filed with this report shall be \$50.00, plus an additional \$25.00 for each of the following: (1) \$50,000.00 and over in trust assets, (2) a trustee other than a state or national bank, or (3) the use of discounted notes, with a maximum annual report fee of \$100.00. Make checks payable to the Arkansas Cemetery Board. You may also pay your permit renewal fee of \$100.00 with this report. Please pay the permit renewal fee and the annual report fee with separate checks, and indicate on each check which fee the payment is for.

NOTE: Ark. Code Ann. § 20-17-1023(c)(1) requires the Board to assess and collect a \$50.00 per day additional contribution to the Trust Fund for the failure to timely file this report. The Board cannot waive this additional contribution.

NAME OF CEMETERY: _____

ADDRESS OF CEMETERY: _____

_____ TELEPHONE NO: _____

OWNER(S) OF CEMETERY: _____

MAILING ADDRESS
OF OWNERS: _____

_____ ZIP _____ TELEPHONE NO: _____

LOCATION OF BOOKS: _____

PERSON IN CHARGE OF
BOOKS AND RECORDS: _____ TELEPHONE NO: _____

NAME AND ADDRESS
OF REPORT PREPARER: _____

_____ ZIP _____ TELEPHONE NO: _____

Attached are the following completed Schedules which reflect lot, mausoleum, and/or lawn crypt sales paid in full or received, permanent maintenance trust fund liabilities for such sales or receipts, deposits made to the Permanent Maintenance Trust Fund for such liabilities, and other activities applicable to the Cemetery for the calendar year 2004:

<u>TITLE OF SCHEDULE</u>	CHECK IF COMPLETED SCHEDULE IS ENCLOSED
Schedule "A" - Recap of Schedules	_____
Schedule "B" - Lot Sales and Trust Fund Deposits	_____
Schedule "C" - Mausoleum Sales and Trust Fund Deposits	_____
Schedule "D" - Lawn Crypt Sales and Trust Fund Deposits	_____
Schedule "E" - Donations, Gifts, Fines and Other Contributions	_____

QUESTIONS AND INFORMATION

(1) The Trustees are: (check one)

[☐] a. Three individuals;

[☐] b. One (1) individual with the Secretary of the Arkansas Cemetery Board approving all principal withdrawals; or

[☐] c. Bank.

The name(s) and home address(es) of the individual Trustee(s) or the bank name and address are as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>PECUNIARY OR FINANCIAL INTEREST IN THE CEMETERY ? (Yes or No)</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

(2) There were [☐] were not [☐] any changes in Trustee(s) or the form of Trustee(s) in 2004.
(Please explain any changes)

(3) A copy of the Trust Agreement and all amendments thereto has [☐] has not [☐] been filed with the Arkansas Cemetery Board.

(4) The Cemetery is owned by [☐] individuals, [☐] general partnership, [☐] limited partnership or [☐] corporation.

The name(s) and address(es) of the person(s) or organization(s) who own or control the Cemetery are: (designated officers and directors)

(5) The Cemetery is operated by:

(6) There were [☐] were not [☐] any changes in ownership or control of the Cemetery in 2004.
(Please explain any changes.)

(7) If the Cemetery is owned and operated by a corporation, please provide the following information.

(a) Corporation name:

(b) Date of Incorporation:

(c) Name and address of the corporation's resident agent for service:

(d) Address of corporation's resident office:

- (8) Were all sales contracts numbered consecutively after they were executed? [☐] Yes [☐] No
- (9) The total number of sales contracts executed in 2004 was _____. The number of the first sales contract executed in 2004 was _____ and the number of the last sales contract executed in 2004 was _____.
- (10) How many sales contracts were cancelled in 2004? _____. How many were voided? _____.
- (11) Does the Cemetery maintain a copy of each sales contract in a numerical file or a detailed numerical listing of each sales contract? [☐] Yes [☐] No
- (12) Does the Cemetery have any sales contracts that have been discounted with a bank or other financial institution? [☐] Yes [☐] No
- (13) Does the Cemetery maintain or use any deeds that are not prenumbered? [☐] Yes [☐] No
- (14) The total number of prenumbered deeds executed in 2004 was _____. The number of the first prenumbered deed executed in 2004 was _____ and the number of the last prenumbered deed executed in 2004 was _____.
- (15) How many prenumbered deeds were voided in 2004? _____.

AFFIDAVIT

STATE OF ARKANSAS

}

}ss

COUNTY OF _____

}

BEFORE ME, the undersigned authority, on this day personally appeared

_____ and _____

known to me to be the President and Secretary, or Owners, respectively, (or two of the responsible officers) of _____

(Name of Cemetery Company)

and being duly sworn on oath did depose and say, each for himself/herself that each of the affiants have read the above and foregoing report of operations, activities and schedules attached hereto of said Cemetery for 2004, that each knows the contents thereof, and that the facts set forth therein are known by each of said affiants to be in all things true and correct.

President or Owner

Secretary

SUBSCRIBED AND SWORN TO before me on this _____ day of _____, 20____

Notary Public in and for

_____ County, Arkansas

My Commission Expires:

ANNUAL REPORT OF PERPETUALLY MAINTAINED CEMETERY BY CEMETERY COMPANY

RECAP OF 2004 ANNUAL REPORT SCHEDULES

NAME OF CEMETERY: _____ LOCATION OF CEMETERY: _____

	FROM SCHEDULE "B"	FROM SCHEDULE "C"	FROM SCHEDULE "D"	FROM SCHEDULE "E"	TOTALS
(A) Amount Owed Trust Fund as of December 31, 2003 (from Line E of Schedule A of the 2003 report)	(a) \$	\$	\$	\$	\$
(B) Amount due Trust Fund for 2004 (Total Col. 4 of Pages 5, 6, 7 and Col. 3 of Page 8)	(b)				
(C) SUBTOTAL (Add Lines a & b)	(c) \$	\$	\$	\$	\$
(D) Deposits to Trust Fund in 2004 (Total Col. 5 of Pages 5, 6, 7 and Col. 4 of Page 8)	(d)				
(E) Amount Owed Trust Fund as of December 31, 2004 (Subtract Line d from Line c)	(e) \$	\$	\$	\$	\$
(F) If Line (E) shows any amount(s) owed the Trust Fund, enter the date(s) that the amount(s) were deposited to the Trust Fund	(f)				

ANNUAL REPORT OF PERPETUALLY MAINTAINED CEMETERY BY CEMETERY COMPANY

SCHEDULE BY MONTH OF LOT OR GRAVE SPACE SALES PAID-IN-FULL
AND ACCOUNTING FOR CORRESPONDING TRUST FUND DEPOSITS

FROM JANUARY 1, 2004 THROUGH DECEMBER 31, 2004

NAME OF CEMETERY: _____

LOCATION OF CEMETERY: _____

MONTH	(1) Number of Lot Sales Contracts Paid-in- Full Each Month	(2) Gross Price of Lot Sales Paid-in- Full Each Month	(3) Contri- bution Percent- age	(4) Amount Due Trust Fund (Col. 2 x Col. 3)	(5) Amount of Deposits Made to Trust Fund Each Month	(6) Date of Deposits to Trust Fund	(7) Number of Deeds Executed Each Month
January		\$		\$	\$		
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
TOTALS		\$		\$	\$		

ANNUAL REPORT OF PERPETUALLY MAINTAINED CEMETERY BY CEMETERY COMPANY

SCHEDULE BY MONTH OF MAUSOLEUM CRYPT OR NICHE SALES PAID-IN-FULL
AND ACCOUNTING FOR CORRESPONDING TRUST FUND DEPOSITS

FROM JANUARY 1, 2004 THROUGH DECEMBER 31, 2004

NAME OF CEMETERY: _____

LOCATION OF CEMETERY: _____

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Number of Mauso- leum Sales Contracts Paid-in Full Each Month	Gross Price of Mausoleum Sales or Number of Crypts (whichever is applicable) Paid-in Full Each Month	Contri- bution Percent- age or \$40.00 per Crypt (whichever is applicable)	Amount Due Trust Fund (Col. 2 x Col. 3)	Amount of Deposits Made to Trust Fund Each Month	Date of Deposits to Trust Fund	Number of Deeds Executed Each Month
MONTH							
January				\$	\$		
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
TOTALS				\$	\$		

ANNUAL REPORT OF PERPETUALLY MAINTAINED CEMETERY BY CEMETERY COMPANY

SCHEDULE BY MONTH OF LAWN CRYPT SALES PAID-IN-FULL
AND ACCOUNTING FOR CORRESPONDING TRUST FUND DEPOSITS

FROM JANUARY 1, 2004 THROUGH DECEMBER 31, 2004

NAME OF CEMETERY: _____

LOCATION OF CEMETERY: _____

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Number of Lawn Crypt Sales Contracts Paid-in Full Each Month	Gross Price of Lawn Crypt Sales or Number of Lawn Crypts (whichever is applicable) Paid-in Full Each Month	Contri- bution Percent- age or \$40.00 per Crypt (whichever is applicable)	Amount Due Trust Fund (Col. 2 x Col. 3)	Amount of Deposits Made to Trust Fund Each Month	Date of Deposits to Trust Fund	Number of Deeds Executed Each Month
MONTH							
January				\$	\$		
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
TOTALS				\$	\$		

ANNUAL REPORT OF PERPETUALLY MAINTAINED CEMETERY BY CEMETERY COMPANY

SCHEDULE OF DONATIONS, GIFTS, FINES AND OTHER MISCELLANEOUS CONTRIBUTIONS
RECEIVED FOR AND DEPOSITED TO THE TRUST FUND

FROM JANUARY 1, 2004 THROUGH DECEMBER 31, 2004

NAME OF CEMETERY: _____

LOCATION OF CEMETERY: _____

MONTH	(1) Fines Levied	(2) Donations, Gifts or other Contributions Received for Trust Fund	(3) Amount Due Trust Fund (if different from Col.1 + Col. 2 please explain)	(4) Amount of Deposits made to Trust Fund Each Month	(5) Date of Deposits to Trust Fund
January	\$	\$	\$	\$	
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
TOTALS	\$	\$	\$	\$	

Please give an explanation of each fine, gift, donation and/or other contribution in the space provided below. Examples could include fines levied under the Cemetery Act, extra Trust Fund contributions made by purchasers, Trust Fund income returned to the Trust Fund as additional principal contributions, etc.